

**SEAFORD PUBLIC LIBRARY  
Seaford, New York**

**BUDGET HEARING  
and  
MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**March 27, 2017**

Present: Peter J. Ruffner, President  
Patricia Coughlin, Vice-President  
Dr. Mary L. Westermann, Secretary  
James DiPietro, Financial Secretary  
Margaret D. Grub, Asst. Financial Secretary  
Frank McKenna, Director

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:10p.m.

**BUDGET HEARING**

No public attended this meeting. Therefore, the Budget Hearing was not conducted.

**APPROVAL OF MINUTES**

The minutes of the meeting of February 13, 2017 were approved on the motion made by Mr. DiPietro, seconded by Dr. Westermann and unanimously passed.

The minutes for the special meeting of February 23, 2017 were approved on the motion made by Mr. DiPietro, seconded by Mrs. Coughlin and unanimously passed.

**APPROVAL OF THE WARRANTS**

The following warrant was approved on the motion made by Dr. Westermann, seconded by Mrs. Grub, which unanimously passed:

Capital Improvement Fund Account:

# 03 - March 27, 2017 - 294.36

The following warrants were approved on the motion made by Mr. DiPietro, seconded by Dr. Westermann, which unanimously passed:

General Fund Account:

# 44 - February 23, 2017 - 63,302.19

# 45 - March 9, 2017 - 36,642.78

# 46 - March 13 2017 - 15,109.36

# 47 - March 13, 2017 - 9,745.76

# 48 - March 13, 2017 - 22,385.31

# 49 - March 23, 2017 - 62,066.08

A discussion was made on the payment to Philip Calderone for his Medicare B Reimbursement. Amy Law explained that retiree Josephine Calderone, who was enrolled Family Coverage under NYSHIP (New York State Health Insurance Program) through the library, had passed away November 2016. According to New York State Civil Service, "In the event of the death of an employee or retiree enrolled with Family Coverage, the coverage of any surviving dependent (s) will be continued for an Extended Benefits Period of three months following the month in which the enrollee's death occurred." With this extended benefits period, the library is still obligated to reimburse her spouse, Philip Calderone, in the amount of \$326.90, which is a total of three months (Dec 2016 to February 2017) reimbursement for his Medicare B premium. Amy Law also reported that the three months extended benefit period expired on February 28<sup>th</sup>, and the library has already sent him a monthly bill for his continuation of the health insurance coverage starting March 1<sup>st</sup>. Calculation of his monthly bill as follow: 50% of the cost of individual coverage under NYSHIP minus his monthly Medicare B reimbursement.

### **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

The Monthly Operating Schedule and Income Schedules were reviewed by the Board.

### **LIBRARY USAGE**

Mr. Ruffner discussed the graphs that showing increases and decreases in the use of library materials.

**ROKU** – Librarian Eric Wasserman made a presentation on the Roku stick. It is a device that plugs into an HDMI port on your smart TV that enables you to stream movies to your TV. Seaford patrons will be able to borrow a Roku for 7 days on a first come, first serve basis. The cost of the Roku is \$50 and the library has three Roku for circulation. As of today, there are 27 new release and best seller movies in each of the Roku sticks, and the list of all the movies are posted on the Library's website. Cost of each movie are ranging from \$15 to \$20 thru "Vudu" channel. A purchase of one movie will be automatically downloaded to all three Roku sticks that the library owns. A discussion was also made regarding buying more Roku if there is high demand for the future. More discussion will follow.

**MUSEUM PASS** – After a discussion, it was agreed to discontinue with the museum pass for the "Maritime Museum" due to low usage. Mr. McKenna agreed to explore the "Nassau County Museum of Art" as a possible replacement. More discussion will be held at the next Board of Trustees meeting.

**2017 SPRING SPEAKER SERIES** - A discussion was held on the summary chart on the 2017 Spring Speaker Series. With the support from all the sponsorships, the series will operate on a "break even" basis. Mr. McKenna also reported that we had 25 attendees for the first speaker series on March 20<sup>th</sup>.

**TUTOR.COM** – Mr. McKenna pointed out the January 2017 statistics for Tutor.com had gone up due to promoting this service through different schools by Head of Teen Services, Jillian Pelliccia. After a discussion, Mr. Ruffner asked for an analysis of the per-student cost to this program for the past 15-18 months.

### **TREASURER'S REPORT**

The Treasurer's Report for the month of February 2017 was unanimously approved on the motion by Mrs. Grub, seconded by Mrs. Coughlin.

Amy Law also reported that as of February 1<sup>st</sup>, interest rate for all Money Market Accounts at TD Bank was up from 0.15% to 0.30%. The library also received a PILOT payment of \$578.98 for the Nassau County property in Hicksville on February 15<sup>th</sup>.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

### **BATHROOM RENOVATION PROJECT–**

- a. Award of Contract – At the February 23<sup>rd</sup> Special Board Meeting, the Board unanimously approved the award of the contract to RCX Construction, Inc. for the Restroom Renovation Project in the amount of \$209,500. A letter of Intent of Contract Award was also sent out on March 7<sup>th</sup> to RCX Corporation.
- b. Construction Kick-Off Meeting – Meeting was held on Monday, March 20<sup>th</sup>, and a copy of the agenda is provided for trustees' review. Topic discussed at the meeting included Payment and Performance Bonds, Insurance, AIA Contract, Contact Information, etc.
- c. Payment/Performance Bonds and Insurance – All documents were sent to Hometown Insurance, and Library Attorneys, Lauren Bristol and James Cronin for review.
- d. Review of Proposed Contract – Library Attorneys, Lauren Bristol and James Cronin reviewed the proposed contract, bond, insurance certificates, letter of intent and bid proposal form, and they made a total of ten concerns/comments which will be discussed and finalized with Ken Schupner from BBS and RCX Corp.
- e. Project Start Day – This project is anticipated to begin the week of April 24<sup>th</sup>, but it may not be feasible based upon anticipated lead time of some project materials. Demolition will not start until all long lead items are procured and delivery dates are confirmed. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.
- f. Newsletter for May 2017 - Mr. Ruffner reminded Mr. McKenna to write a column in the May Newsletter to notify the community regarding this project. A memo also should be sent to all tenants. Mr. McKenna agreed.

**TYCO SECURITY FIRE ALARM** – A buzzing noise was emanating from the control panel and a technician was assigned to address the situation on Tuesday, March 21<sup>st</sup>. It was determined that a part is needed for the panel, and the technician was scheduled to come back the week of March 27<sup>th</sup> with the refurbished part. As a result, the library has no fire alarm protection until the part is replaced. The technician also suggested an upgrade of the whole system since ours is very old. Mr. McKenna reported that he is in a process of getting quotes from Tyco and other security system company. Since we are not sure if the security system has any connection with the bathroom renovations project, Mr. Ruffner suggested Mr. McKenna talking to the architect, Ken Schupner of BBS, before making any decision on when to replace the security system. Mr. McKenna agreed.

**ADVOCACY** – Mr. McKenna reminded all trustees to take action by emailing or calling local legislators to reject Gov. Cuomo proposal on cutting library funding in the 2017-18 state budget, which due on April 1<sup>st</sup>. Mr. McKenna also reported that two Friends of the Library, Frank and Betty Philipps attended the Library Advocacy Day on March 1<sup>st</sup> in Albany.

**FRIENDS OF LIBRARY** – The Friends met up on March 7<sup>th</sup> and among the items discussed the Friends 501(c)(3) status.

**ELECTRICAL UPDATES** – Mr. Ruffner reminded Mr. McKenna regarding getting the electrical inspection for the whole building before starting any new project within the library and building. It was suggested talking to the architect, Ken Schupner of BBS, for any recommendation. Mr. McKenna agreed.

**VACANT OFFICE SPACE** – It was agreed to postpone this project after the Restroom Renovation project is complete. A discussion was made to combine the renovation of the Valentine Meehan Meeting Room, the original Director's Office and 2<sup>nd</sup> Vacant Office Space as one project to apply for the next Construction Grant. Mr. Ruffner suggested Mr. McKenna retain an architect for this project as the scope of the project is beyond our collective knowledge. Mr. McKenna agreed.

**INCIDENT REPORT** – A discussion of several instances of damaged DVD cases in the library. The magnetic lock of an approximately 70 cases were damaged. We suspected a person of interest in this case but we have no proof. Mr. McKenna reported that he talked to POP “Problem Oriented Policing” Officer from Seventh Precinct, and they gave him some advice and suggestion on how to deal with this situation.

**TRUSTEE ITEM** - None

**CORRESPONDENCE** - None

**PERSONNEL**

An Obituary for retiree, Lois Mignano, who passed away on February 21<sup>st</sup> was in each Trustees’ folders.

**OLD BUSINESS**

**WINDOW REPLACEMENT** – Mr. McKenna reported that the last time new windows were put in for the building was back in 1994. And now, windows are getting drifty and some of them are getting too heavy to open. Mrs. Grub suggested calling PSEG regarding their energy efficiency program which may provide free services for facilities to assess their energy demands and analyze energy conservation measures. Mr. Ruffner also suggested Mr. McKenna to discuss with architect, Ken Schupner of BBS, for any suggestion or recommendation on this issue. Mr. McKenna agreed and more discussion will be held at the next meeting or in May.

**DISASTER PLAN FOR COMPUTER AND DATA RECOVERY POLICY** – Mr. McKenna reported that he would like to add “Carbonite”, an online backup and recovery plan that the library has purchased, into the policy before a final approval from the Board. As a result, this policy was tabled to the next Board Meeting.

**NARCAN/DEFIBRILLATOR** – Mr. McKenna reported that the library will not administer Narcan at the library. As for getting a defibrillator, he would like to move forward. Mr. McKenna will look into the cost of the unit and information regarding staff training. More discussion will follow at the next meeting.

**NLS AND OTHER ORGANIZATIONS** - None

**NEW BUSINESS**

**2016 ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES** – The New York State Annual Report that was prepared by Amy Law was reviewed and accepted by the Board of Trustees.

**CHANGE OF BOARD OF TRUSTEES MEETING DATE FOR SEPTEMBER 2017** – On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board of Trustees agreed to change the meeting date for September 2017 from Monday, September 17<sup>th</sup> to Tuesday, September 19<sup>th</sup>.

**PUBLIC RELATIONS/MEDIA COVERAGE**

A few articles were distributed to the Board of Trustees.

**PUBLIC COMMENT** - None

**ADJOURNMENT**

Via a motion made by Mr. DiPietro and seconded by Mrs. Coughlin, which unanimously passed, the meeting was adjourned at 8:55pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, April 10, 2017 at 7:00 p.m.

Respectfully submitted by Amy Law